

## **Head Start Conference Form Instructions-2023**

### **1<sup>st</sup> Education Home Visit**

- Make sure **ALL** items are filled out/completed
- 1<sup>st</sup> Education home( ✓ -checked) visit completed in child's home and **at least 30 minutes in duration**
- Child's Name, ALL Conference Participants listed
- Meeting Information: Date, Time, Duration, **Location** (Completed @ Child's home)
- **Items of Discussion- Screening Results, School Readiness, Classroom Events, Child Health Information, Attendance, Parent Participation**
- Make sure you list a parent comment
- Mark the box (YES) next to the School Readiness Goals question at the bottom of the page
- Mark the box (N/A) to the Development and Learning Report question at the bottom of the page
- Mark the box (YES or NO) to the Brigance Scoring Tool question at the bottom of the page
- Posted on COPA Child Visits page
- See attachment for example

### **1<sup>st</sup> Parent Teacher Conference**

- Make sure ALL items are filled out/completed
- 1<sup>st</sup> P/T Conference Visit ( ✓ -checked) **and at least 30 minutes in duration**
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ School)
- **Items of Discussion- TS GOLD Results, School Readiness, Brigance Teacher Questionnaire, and Classroom Events. Be sure boxes are marked. (Items of Discussion)**
- Make sure you list a parent comment
- TS Gold Activities-YOU INTRODUCE FOUR (4) ACTIVITIES during the visit:  
Parent will choose two (2)- Those activities go home with the parent
- Mark the box (N/A) next to the School Readiness Goals question at the bottom of the page
- Mark the box (YES or NO) next to the Development and Learning Report question at the bottom of the page
- Mark (YES) to the Brigance Scoring Tool question at the bottom of the page

### **2<sup>nd</sup> Education Home Visit**

- Make sure ALL items are filled out/completed
- 2<sup>nd</sup> Education home( ✓ -checked) visit completed in child's home and **at least 30 minutes in duration**
- Child's Name, ALL Conference Participants listed
- Meeting Information: Date, Time, Duration, **Location** (Completed @ Child's home)
- **Items of Discussion- TS Gold Results, School Readiness, Classroom Events, Attendance**
- Make sure you list a parent comment
- TS Gold Activities: YOU INTRODUCE FOUR ACTIVITIES during the visit:  
Parents will choose two (2)- Those activities go home with the parent.
- Mark the box (N/A) next to the School Readiness Goals question at the bottom of the page
- Mark the box (YES) to the Development and Learning Report question at the bottom of the page
- Mark the box (N/A) to the Brigance Scoring Tool question at the bottom of the page

- Posted on COPA Child Visits page  
See attachment for example

**Last/Final Parent- Teacher Conference**

- Make sure all items are filled out/completed
- P/T Conference ( ✓ -checked) & **at least 30 minutes in duration**
- Child's Name, Center, **ALL** Conference Participants
- Meeting Information: Date, Time, Duration **LOCATION** (Completed @ School)
- Items of Discussion-**TS Gold Results, School Readiness, Classroom Events (End of the year events).**  
**Be sure boxes are marked. (Items of Discussion)**
- Make sure to list a parent comment
- Choose two summer activities for the parent to work on over the summer break and list these
- N/A to the School Readiness Goals question at the bottom of the page
- Mark the box (YES) next to the Development and Learning Report question at the bottom of the page
- Mark (N/A) to the Brigance Scoring Tool question at the bottom of the page